

No committee or subcommittee shall include in its membership more than two (2) Council Members.

The City Manager, or his/her designee, shall be an ex-officio member of all committees.

### **5.1 City Commissions, Committees and Boards**

City commissions (which hereinafter include standing Council-appointed boards, commissions, and committees) serve as advisory bodies to facilitate public input and citizen participation in the determination of public policies. This is accomplished by formulating recommended courses of action and policy to the City Council with whom final determination rests. The Planning Commission (AGMC Chapter 2.18, "Planning Commission") has authority to make final determination in applicable circumstances (AGMC Title 16, "Development Code").

### **5.2 Appointment**

Pursuant to Council Resolution, the City Council appoints representatives to the following City boards, commissions and committees:

- Planning Commission
- Downtown Parking Advisory Board
- Architectural Review Committee
- Tourism Business Improvement District (TBID) Board
- Community Service Grant Program (CSGP) Committee

With exception to the TBID Board, where members are appointed by the full Council, the Mayor and each Council Member shall appoint one representative to each respective Commission/Board/Committee. All appointments are subject to approval by a majority of the Council.

Members of each respective Commission/Board/Committee shall serve for a term ending the January 31st following the expiration of the term of the respective appointing Mayor or Council Member, as applicable. The exception to this process is the TBID Board, which consists of a minimum of three (3) and a maximum of nine (9) members appointed by the City Council. Vacancies on the TBID Board are administered by the South County Chambers of Commerce (Chamber), in coordination with City staff, and applicants are recommended to the Council for appointment by the Chamber. Members of each respective Commission/Committee/Board may be removed prior to expiration of their term by a majority vote of the Council.

Applicants, with the exception of the Downtown Parking Advisory Board, and TBID Board must be registered voters of Arroyo Grande. Applicants for the Downtown Parking Advisory Board shall have a business within the Arroyo Grande City Parking and Business Improvement Area. Two-thirds of appointees to the TBID Board shall be owners of lodging businesses within the Arroyo Grande Tourism Business Improvement District or others with knowledge of tourism and/or the lodging industry. It is preferred that members of the CSGP Committee reside within the appointing Council Member's District, but is not required.

Those seeking appointment to a Commission/Board/Committee must submit an application to the City Clerk's Office. Those

Commission/Board/Committee members whose terms have expired must submit a new application (terms are not automatically renewed), and the City Clerk will notify said Commission/Board/Committee members with a letter and new application form.

Applications shall remain valid and on file for one year.

Following Council appointment, the new Commission/Board/Committee member will be notified by the City Clerk's Office via letter of the appointment and conflict of interest filing obligations. Copies of the letter and completed application form(s) will be forwarded to the appropriate staff liaison, who will contact the successful member(s) regarding meeting dates, times and responsibilities. All appointees to a City Commission/Board/Committee are also subject to the City's Ethics Policy and training requirements.

The City Council also appoints an Arroyo Grande representative to the San Luis Obispo Council of Government's (SLOCOG) Citizens Transportation Advisory Committee (CTAC). The CTAC provides citizen review and recommendations on agenda items to SLOCOG staff and the SLOCOG Board of Directors. Those seeking appointment to the CTAC must submit an application to the City Clerk's Office. The City Clerk will then forward the application to the City's appointee to the SLOCOG Board of Directors for review and recommendation for appointment by the City Council.

### **5.3 Removal**

A person appointed by the City Council to a Commission/Board/Committee shall continue to serve as a member thereof except when:

- a. The person's term of office expires and a different person has been appointed.
- b. The person voluntarily resigns from the Commission/Board/Committee.
- c. The person no longer meets the eligibility requirements.
- d. The person fails to attend three (3) consecutive meetings of the Commission and does not have prior approval for said absences by way of a majority action of the City Council.
- e. A majority of the City Council determines the member shall be removed.

Any member of the City Council may initiate a person's removal from a Commission by requesting that consideration of the person's removal be placed on the Council's agenda at a regular or special meeting for discussion and potential action. The City Clerk shall notify the person affected of the time and place of the meeting. When the item is on the City Council agenda, the City Council may, by majority vote, remove the person from a Commission/Board/Committee.

### **5.4 City of Arroyo Grande Commissioners Handbook**

The Commissioners Handbook assists members of all City commissions, committees, and boards in carrying out responsibilities in accordance with the policies and guidelines established by Council. The Handbook outlines the general purpose and duties of each commission.